

**Class Title:** Director of Compliance, Grants and Accountability

Class code: 40005

Date Rev: 7/06

**Classified Group:** Administrative Series

FLSA: Exempt

Pay Grade: 36

**Essential Duties:**

- Ensure agency compliance to all federal and state educational requirements to include curriculum, certifications, accountability, student assessments and measurement.
- Plan, direct, and coordinate assigned programs with the help of subordinate managers.
- Provide oversight for the monitoring of student progress and make recommendations for academic improvement to the superintendent.
- Oversee the collection, analysis and reporting of student demographic information.
- Provide Grant administration oversight with some grant writing.
- Provide administrative management and oversight for State and Federal programs such as NCLB, ECBG, 202, Title programs, etc.
- Provide oversight of Agency IEP compliance.

**KNOWLEDGE, SKILLS, & ABILITIES**

**Knowledge of:**

- Principles and practices of administration and management.
- Agency or program rules, regulations, and operating procedures.
- Federal and state rules, regulations and compliance requirements.
- State mandated student testing, assessments and associated measurements.
- Special education programs including Individual Education Plan (IEP), Early Childhood Education (ECE), etc.
- Teaching methodologies for sensory impaired students.
- Data management, collection and reporting.
- Grant administration.
- Various computer programs to include Microsoft office Suite and PowerSchool.
- Best practices in the education of sensory impaired students.

**Skilled in:**

- Program management.
- Data collection and reporting.
- Effective communication.

**Ability to:**

- Ensure compliance to educational standards as mandated by federal and state laws.
- Ability to prepare reports, communicate and write effectively.
- Use various computer programs.

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**SPECIAL CONDITIONS/REQUIREMENTS:**

Master's degree, with Master's or Bachelor's degree in special education required.

Prefer candidate with agency level administration of special education programs or

Principal experience and educational emphasis in sensory impairment. Must be able to

Pass FBI and State background check.

APPROVED BY  
Supt.

HG  
INITIALS/DATE